



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

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| <u>Date:</u> 12/5/17 | <u>Interviewer:</u> SGS | RFA #17 – 79 |
| <u>Name of Person(s) Requesting Assistance:</u> [REDACTED] | | |
| <u>Contact Numbers (telephone, e-mail, etc.):</u> | | |
| <u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student employee, [REDACTED] | | |
| <u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> | | |
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To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
 Concern Regarding: Male ☐ Female x Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

| Time Line | | |
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| Date | Item | Comments |
| 12/5/17 | [REDACTED] meets with Julie Moon and emails SGS a written documentation of issue | Full documentation in file. Summary: [REDACTED] claims [REDACTED] supervisor is not providing accommodation for [REDACTED] need to be out of the office periodically due to her disability. [REDACTED] claims this has created a hostile environment. |
| 12/6/17 | [REDACTED] meeting with SGS & Julie Moon | Julie and [REDACTED] meet with SGS. They review [REDACTED]' documentation. [REDACTED] indicates that she had never requested a workplace accommodation through HR Disability Services (Julie Moon) but felt her supervisor should honor her request to not be present at work periodically because of her disability. She indicated that as long as she could maintain her work study award, she'd like to work elsewhere because she feels her supervisors are against her and she's in a hostile environment, even though SGS offered to talk with her supervisors and help facilitate an accommodation request that she could make with Julie Moon. |

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| | | <p>Because [REDACTED] was so emotionally upset, SGS asked [REDACTED] if she would like SGS to call and see if an appointment could be scheduled for her at the Counseling Center, and [REDACTED] said yes. SGS called Anne Marie Theiler and left a message for Anne Marie regarding [REDACTED] wanting an appointment (subsequently, an appointment was made for 12/8).</p> |
| 12/10/17 | | <p>[REDACTED] emails SGS, Julie Moon, & three work study supervisors to indicate that she will no longer be returning work in [REDACTED] and to confirm that she met with SGS & Julie Moon on 12/6/17.</p> <p>[REDACTED] says she is not pursuing a formal complaint and refers to her 11/30/17 meeting with her previous supervisors in which her performance was tied to her absences and they didn't account for her disability. [REDACTED] says the agreement made in the 12/6 meeting would be that SGS would follow up on this issue with [REDACTED] and explore options moving forward.</p> <p>She says she will meet with her financial aid counselor on 12/11/17 to inquire about another work study position in her major and says after she secures with another position, she will contact Julie Moon to secure workplace accommodations.</p> |
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